



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

REPLY TO
ATTENTION OF

ATCC-RM

MAR 04 2003

MEMORANDUM FOR Region, Brigade, and Battalion Commanders (ROTC), U.S. Army

SUBJECT: Government Response Time to COMTek Nomination Packages

1. IAW the terms of the COMTek contract, the contractor has 14 days to provide nominations to the government. There is no contractual time frame established within the contract that defines the government's response time to the nominations.

2. Command delays in selecting a candidate have the potential of causing the contractor to seek increases in the contract price. These delays also cause a loss of qualified personnel to fill the vacancies. Commanders need to move expeditiously on selections. In order to better utilize the resources provided by this contract, the following guidance is established for immediate compliance:

a. Upon receipt of COMTek nomination packages, the government selecting official has **14 days** to provide either a written selection or rejection notice to the brigade that includes the basis for rejecting the nomination packages provided.

b. If the brigade does not receive this notification within the specified time frame, they will notify the Contracting Officer Representative (COR) in writing.

c. The Brigade Headquarters will reply to the COR explaining why a selection was not made for a vacancy under their purview.

d. If no explanation is received by the 30th day following initial receipt of the nomination packages, the position will be transferred to another location where there is a need for additional manning.

3. Point of contact for this action is Mrs. Kathleen Beuschel, (757) 788-5482, DSN 680-5482 or <beuschelk@monroe.army.mil>.

GRATTON O. SEALOCK II
Brigadier General, U.S. Army
Deputy Commanding General